

Parish of St Augustine, Tonge Moor

MEETING OF PARISHIONERS  
15TH MAY 2022 AT 12.00PM  
(following mass at 10.30am)

AGENDA

1. Apologies for absence
2. Minutes of the Meeting of Parishioners 9/5/2021 (*below*)
3. Matters arising
4. Election of Churchwardens
5. Date of next meeting
6. Close of Meeting

**MINUTES OF THE MEETING OF PARISHIONERS HELD 9<sup>TH</sup>MAY 2021 AT 2.00PM**

**1 Apologies for Absence**

Apologies were received from Lesley Emerton, Diane Bloor, Joyce Harwood, Jean and Brian Pye.

The meeting was live streamed on Zoom.

**2 Minutes of the meeting held on Sunday 25<sup>th</sup>October 2020**

There being no amendments it was proposed by David Taylor and seconded by Gill Browne-Towneley that the minutes be accepted as a true and accurate record.

In favour: 17                  Against: 0                  Abstentions: 0

**3 Matters arising**

There were no matters arising. However, it was noted that the time of today's meeting had been moved to 2.00pm instead of after Mass at 10.30am .

**4 Election of Churchwardens**

Two nominations were received from David and Ruth Taylor who were elected unopposed.

**5 Date of next meeting**

The next meeting will take place on Sunday 15th May 2022 following Mass at 10.30am.

Fr Tony closed the meeting at 2.13pm.

THE ANNUAL PAROCHIAL CHURCH MEETING

TO BE HELD ON 15TH MAY 2022  
Immediately following the Meeting of Parishioners

AGENDA

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting 9/5/2021
3. Matters arising
4. Elections
  - a. Deanery Synod
  - b. Members of the PCC (The first meeting of the new PCC will take place following this meeting to appoint Officers)
  - c. Independant Auditors
  - d. Parish representative on the Deanery Pastoral Committee
  - e. Parish Representative on *Building Bridges* project
5. Reports
  - a. Membership of the Electoral Roll
  - b. Parochial Church Council
  - c. Financial statements of the PCC for the previous year
  - d. The fabric, goods and ornaments of the Churches
  - e. Deanery Synod
  - f. Parish Child Protection Co-ordinator
  - g. Sunday School/Creche
  - h. Brownies
  - i. Walsingham Cell
  - j. Mother's Union
  - k. Pastoral Visiting Group
  - l. Building Bridges project
  - m. Coffee shop/sunday mornings
  - n. Flower Group
  - o. Garden Group
  - p. Social Committee
  - q. Church Cleaning
  - r. Crafts Group
  - s. Messy Church
6. Incumbent's Report
7. Any Other Business (to be notified before the meeting)
8. Date of next Annual Parochial Church Meeting
9. Close of Meeting

**Minutes of the Annual Parochial Church Meeting held on 9<sup>th</sup> May 2021**

**1 Apologies for absence**

Apologies were received from Lesley Emerton , Diane Bloor, Joyce Harwood, Jean and Brian Pye.

The meeting was live streamed on Zoom.

**2 Minutes of APCM held 25<sup>th</sup> October 2020**

There being no amendments it was proposed by Linda Parkington and seconded by Pam Davies that the minutes be accepted as a true and accurate record.

In favour: 17                      Against: 0                      Abstentions: 0

**3 Matters arising from minutes of 25<sup>th</sup> October 2020**

There were no matters arising. However, it was noted that the time of today' meeting has been moved to 2.00pm instead of after Mass at 10.30am.

**4 Elections**

a)                      PCC

Nominations were received from Katherine Taylor, Sue Loftus and Derek Turner.

In the absence of other nominations all of the above were duly elected for three years.

b)                      Appointment of Sidesmen

The appointment of Sidesmen is now dealt with by PCC.

c)                      Independent Examiner for Accounts

Balshaw' are happy to continue as our Independent Examiner and were appointed, unopposed, to audit the accounts next year.

d)                      Parish Representative on Deanery Pastoral Committee

Gill Browne-Townley is happy to continue in this role and was duly appointed. This role is of particular importance this year as Mission Communities will be discussed.

e)                      Parish Representative on the Building Bridges Project

This project has now come to an end. Pam Davies is happy to continue as our representative on any subsequent project.

**5 Reports**

Reports were received for membership of the Electoral Roll; Parochial Church Council; Treasurer' Report / financial statements for the PCC for the previous year; Fabric, Goods and Ornaments of the Churches; Deanery Synod; Parish Child Protection and Vulnerable Persons Co-ordinator; Sunday School; Messy Church; Brownies; Walsingham Cell; Mothers' Union; Pastoral Visiting Group; Building Bridges Project; Coffee Shop/Sunday morning tea and toast; Flower Fund; Garden Group; and Social Committee.

The following comments were made:

a)                      Electoral Roll.

Rainer Carr confirmed he is happy to continue as the Electoral Roll Officer.

f)                      Child Protection and Vulnerable Persons Co-ordinator.

As required by Church of England regulations a statement about the parish' policy on Child Protection and Vulnerable Persons Protection was read out at the meeting. Margaret Mullen

agreed to continue in the role of Parish Child Protection and Vulnerable Persons Co-ordinator and was thanked by Fr Tony for her work on safeguarding.

g) Sunday School / Creche / Messy Church

There are no plans yet to restart Sunday School and Messy Church. There is a lack of helpers for Sunday School and risk assessments are also required. It will be best to wait until restrictions are lifted before recommencing.

i) Walsingham Cell

There is still uncertainty as to whether the pilgrimage will go ahead. It all depends on the change in guidelines and whether the Shrine wants to open fully.

m) Coffee Shop

It is hoped to start Sunday morning coffee after Pentecost when regulations have been eased.

q) Church Cleaning

A report has not been received. Margaret Mullen has started cleaning the brasses again and also does other cleaning when doing the brasses.

## **6 Incumbent's Report**

Fr Tony delivered his report, a copy of which is attached to and forms part of these minutes. A question was received regarding Mission Communities. Fr Tony confirmed it will allow partnership with other parishes to enable pooling of resources but will also enable individual parishes to continue at a local level.

## **7 Any Other Business**

None to report.

## **8 Date of next Annual Parochial Church Meeting**

The next meeting will take place on Sunday 15<sup>th</sup> May 2022 following Mass at 10.30am.

9 The meeting closed at 2.50pm.

# REPORTS TO THE ANNUAL PAROCHIAL CHURCH MEETING

15/05/2022

## **a. ELECTORAL ROLL**

This report covers the third year since the creation of a new Electoral Roll for the parish of Tonge Moor in 2022.

Notable changes are shown in the table below:

### Electoral Roll Movement Summary

Electoral Roll April 2021	Removal	New	Deceased	Added on 16 <sup>th</sup> Birthday	Total on Roll
75	1	0	4	0	70

*R Carr*

## **b. ST. AUGUSTINE'S PAROCHIAL CHURCH COUNCIL**

*See appropriate section in the Accounts Pack.*

## **c. TREASURER'S REPORT**

*See appropriate section in the Accounts Pack.*

## **d. FABRIC, GOODS AND ORNAMENTS REPORT**

### ST. AUGUSTINE'S, AND ST. AIDAN'S

Rainwater has been leaking through the lower roof in the side aisle at St Augustine' The guttering and downspouts of the lower roof were repaired and cleaned out by a local tradesman, but the cause of the water ingress was found to be coming from the main high roof guttering, which requires a more specialist, high level contractor. This is currently being attended to, however with no damage to the actual roof itself the ingress appears to be due to failure of the pointing and brickwork and this will need to be addressed soon.

A plaque has been fitted to commemorate the re-fitting of the Rood Cross to its original location above the Sanctuary. Also, the plaque to commemorate the work of Doris & Derek Willan was fitted in the Lady Chapel and blessed after the baptism of their great-grandson in October.

We have new tables in the Parish Hall and are still on the lookout for suitable replacement chairs.

The church architect was asked to draw up plans to upgrade the Parish Hall toilets, but this has been delayed due to his illness.

*David & Ruth Taylor  
Church Wardens*

## **e.i BOLTON DEANERY SYNOD REPORT**

### **Bolton Deanery Synod**

During 2021 the Bolton Deanery Synod met both in person and on Zoom, as the Pandemic restrictions changed. Most of the agenda items concerned the creation of mission communities within the Deanery, as part of the restructure across the Manchester Diocese.

Initially there were significant concerns about the size of the mission communities and their make-up and the time-scale set for the formal consultations and implementation of the plans. Early in 2021 the Revd Simon Cook was appointed as the full-time Area Dean for the Bolton Deanery, with Mr Keith Lewis as the Deanery Lay Chair.

The meetings have given parish representatives chance to discuss how to develop the sharing of people, resources and skills. A promise was given that traditions and identities will be respected as parishes and teams move forward with worship and mission. We have started to look at how we can work and worship more closely with our neighbouring " parish, St Matthew' Little Lever.

We are part of Mission Community 4 which along-side us consists of: Farnworth, Kearsley and Stoneclough; Little Lever, St Matthew and Seven Saints, New Bury with Great Lever. Our reps are Pam Davies (who following her election to General Synod is now ex-officio on Deanery Synod), Margaret Mullen & Linda Parkington along with Fr Tony.

*Linda Parkington*

## **f. PARISH CHILD PROTECTION CO-ORDINATOR**

### **REPORT TO THE APCM OF ST AUGUSTINE'S TONGE MOOR**

The P.C.C. adopted The Church of England, Diocese of Manchester document 'Parish Safeguarding Handbook... promoting a safer church.' (Published October 2018). The document refers to Best Practice and states that Best Practice is the responsibility of everyone, not just those who work with children and young people. This means that as a congregation we should support our leaders in whatever way we can but particularly by not allowing leaders to place themselves in vulnerable situations.

Actions already implemented:

- All P.C.C. members, Sunday School teachers, the organist and the church wardens checked and cleared by the CCPAS (Churches' Child Protection Advisory Service) and now in possession of DBS (Disclosure and Barring Service) Certificates and have signed a self-declaration Form,
- P.C.C. MEMBERS, Sunday school teachers, the organist and church wardens have received a copy of: ' Good Practice guidelines' The Parish Policy Statement and The Parish Safeguarding Handbook.
- Most members of the P.C.C. & Sunday School/Messy Church Leaders have successfully completed Basic Online Safeguarding Training.  
All Messy Church Leaders have completed The Foundation Training Level.  
Churchwardens & Safeguarding Leader have completed C2 Leadership Training.  
Further training is planned for Clergy and Lay Ministers.
- Name and phone number of Parish Safeguarding Officer appears in church magazine and on posters.
- ChildLine and NSPCC posters and information cards displayed in the church and Parish Hall.
- Safer recruitment & Safeguarding Training attended by Safeguarding Officer.
- Safe-guarding is a regular item on the PCC agenda.
- A second Safeguarding Recruiter has been appointed.
- Information, regarding Safe-guarding and policies, is on the Church website/Facebook.

Actions to be addressed:

- Review policy statements at Annual Parochial Church meeting.
- Safeguarding Training to be completed by all members of the P.C.C. and renewed every 3 years.
- Send recommendations, policy statement, to any new leaders/helpers in Sunday School, P.C.C. and church wardens. Applicants to apply for DBS certificates and complete Basic Online Safeguarding Training.
- DBS certificates to be renewed every 3 years from January 2023.
- Attend any Safeguarding Training Courses which take place throughout the year.

Finally, I would like to say that having Safeguarding Children and Adults at Risk Policies does not guarantee abuse will never happen here, but it does provide another hurdle which perpetrators need to cross before gaining access to children and vulnerable adults at St. Augustine'

*Margaret Mullen*

*(Parish Safeguarding Officer, St. Augustine' Church, Tonge Moor, Bolton) March 2022*

### **g. SUNDAY SCHOOL REPORT**

We had had to stop public gatherings in March 2020, and of course nothing happened for over 12 months.

It was June 2021, when we resumed Sunday School lessons. Covid restrictions were in place and quite easy as we don't have a lot of children, and of course family units could sit together, but also we could let individuals have their own table, worksheets, crayons etc

Our Sunday School continued to be held in the Parish Hall on Sundays. On the second Sunday of the month the children remain in church for the Family Service.

The Sunday School teaching is based on the gospel for the week and is planned around the Church Union Foundations which can be viewed on line. The session includes a chat explaining the gospel, prayer and an activity/worksheet.

The number of children attending varies greatly from 5 to 15 which does make for difficulties with continuity of teaching, but the children attending appear to enjoy the session and participate willingly. The Sunday School originally had 9 Sunday School teachers, but for various reasons numbers have fallen to one, so we rely on the parents who come down with their children.

*Ruth Taylor*

### **h. 27TH BOLTON ST AUGUSTINE'S BROWNIES REPORT**

We started 2021 continuing with all our meetings on Zoom. Helped by Virtual Guiding Resource Packs provided by our county training team we completed many challenges including a series of activities on the different continents. Activity packs were delivered to all the Brownies with crafts to complete either with us on Zoom or in their own time. Three of our Brownies took their promises on Zoom which was a unique experience for all of us.

Happily, after the completion of an extensive Risk Assessment (a big thanks to Ruth Taylor for completing this) and permission from our County Commissioner we were permitted to return to meeting face to face in June. This gave us 4 weeks to reconnect and have some fun. We only had a total of 7 Brownies by this time as many had turned 11 over the course of the year but we played games, had a teddy bear' picnic and got to know each other again.

At the start of September when we returned after the summer holidays we were down to 5 Brownies. A friendship night was held early on in September where our Brownies brought along a friend to see if they would like to join. From those that attended that night all joined our pack and this led to a flurry of

new Brownies. We now have 23 Brownies on the register with a maximum of 24 Brownies allowed in the pack.

We follow the Brownie Programme and the theme for the term was Express Yourself. This involves a combination of Skills Builders and Unit Meeting Activities such as learning to use your voice, inventions and edible architecture. Regular attendance and the completion of an interest badge means that the girls can gain 3 badges by the end of term. Our interest badge for this term was the Baking Badge. Each of the Brownies earned at least one badge by the end of term.

November brought us the 50<sup>th</sup> Birthday celebrations for Lancashire Border County. We had a sleepover in the church hall as part of the organised celebrations, joining dozens of other Brownie, Rainbow and Guide packs from around the Region over Zoom to complete various tasks, from a campfire singalong, to a scavenger hunt. In total 14 Brownies stayed over with us and all gained a 50<sup>th</sup> Birthday Celebration badge.

We finished 2021 with a Christmas party and a Promise Ceremony that saw 8 Brownies take their promise. We currently have 3 warranted Leaders and 2 Unit Helpers. Ruth is enjoying some well-earned rest from running Brownies but returns frequently to help us and is a constant source of helpful advice.

Overall, I'm pleased to report that we have recovered well from the influence of the pandemic on our numbers. Our plans for 2022 include getting away on Pack Holiday again and continuing to have fun and learn new skills!

*Nichola Smith, Leader in Charge*

## **i. WALSINGHAM**

At the end of 2021, we had 28 Cell members within the Society of Our Lady of Walsingham.

It was May before our Cell programme could be re-introduced. Although we still couldn't have refreshments, we were able to recite the Glorious Mysteries of the Rosary within a Wednesday evening Mass. Despite not being able to travel down to Walsingham for the National Pilgrimage at the end of May, a dozen of us spent the day in the Vicarage garden and shared in the National@Home. We thoroughly enjoyed our picnics, the live-streaming from the Shrine garden and our own Procession. After the Shrine had no resident pilgrimage groups for almost all 2020, we looked forward to our Parish Pilgrimage in August. This was not without some problems and difficulties, mostly because we didn't know how many places we would be allowed to take up as the Government restrictions for hospitality were still changing. We had to limit our group to those who had paid deposits in 2019 – a situation unimaginable pre-pandemic. Finally we had our booking confirmed for our slightly smaller party. The first chance to meet socially as pilgrims and members of the Society of Our Lady of Walsingham for a very long time arrived – our Pre-Pilgrimage Social afternoon – and a time to welcome our "pilgrims. Twenty three of us travelled down to Norfolk on Bank Holiday Monday and enjoyed a much anticipated time together and all that a Parish Pilgrimage offers.

From then on we followed our usual pattern of attending Feasts of Our Lady and having refreshments and social time together. In October we had our Walsingham Festival when we were honoured to have " Bishop Glyn as Preacher and Chief Celebrant – his last visit to our Parish before his retirement early in January 2022.

News both from the Shrine and the Priory of Our Lady continued to be included in our parish magazine. There were opportunities to watch live-streamed services from the Shrine, including daily 6pm Shrine Prayers and 7.30am Sunday Mass and on major Solemnities.

The Sisters at the Priory were once again delighted to receive our generous donation to their Charity of the Year from our sale of their calendar and notelets and re-assured by our prayers for their ministry at the Shrine and the future of the Walsingham House within the Society of St Margaret.

Members of the Cell will have done their best to say the Angelus daily and fulfil the obligation to attend Mass on the Feasts of Our Lady, either at home through our live-streaming or by being in church with



covid measures still in place. The intention for our last Saturday in the month' 10am Mass continued to be for those who lead the worship and ministries at the Shrine and for its Priests Associate.

We look forward to resuming our regular Cell meetings in 2022 and celebrating the 75<sup>th</sup> Anniversary of the 1<sup>st</sup> Tonge Moor Pilgrimage in 1947 and, uniquely, continual pilgrimages every year since.

*Elsie Hollinrake & Linda Parkington*

## **j. ST. AUGUSTINE'S MOTHERS' UNION REPORT**

**Branch Leader: Elsie Hollinrake**

Fr. Tony continued to offer Mass for our Mothers Union during the lockdown. July was the first time we were allowed to hold meetings in person. Following Mass we had a bake-off and a social get-together.

Other meetings included 'Hymns and Pimms', and our Seasonal Afternoon in December.

In August we hosted the Bolton Archdeaconry Festival. This was the first chance for some MU branches and members to meet together again.

The Walmsley Deanery Festival was in October at Christ Church Harwood. The theme was Songs of Praise to celebrate 100 years of MU at Christ Church. This had been rescheduled because of the lockdown.

The Walmsley Deanery is now amalgamated into the Bolton Deanery.

Ruth Taylor is Bolton Archdeaconry President and Pauline Greenhalgh is Bolton Deanery Leader.

*Elsie Hollinrake*

## **k. PASTORAL VISITING GROUP**

During the Covid-19 Pandemic pastoral visiting was necessarily suspended. It is the intention to train additional Pastoral Visitors during the course of 2022 and, in particular, regain contact with those who have not yet felt confident to return to worship in church.

*Fr Tony*

## **L. BUILDING BRIDGES PROJECT**

Building Bridges in Tonge Moor was a partnership project involving Age UK, Bolton Inter-Faith Forum, Bolton at Home, Bolton Borough Council, Church at the Centre, Fusion, Entwistle Street Residents Association, St. Andrew's, St Augustine's and St. Aidan's and Tonge Children's Centre. It officially ended on the 30th April 2020.

It has been agreed that the connections made by Building Bridges should be maintained and nurtured in the coming years, and a new network group has been set up.

The United Reformed Church at the Church at the Centre has sufficient funds available to employ a new Church Related Worker. Work is in progress to set out the terms and conditions of this post

*Pam Davies, Building Bridges representative.*

## **m. ANNUAL REPORT FROM ST. AUGUSTINE'S COFFEE SHOP**

The Wednesday morning Coffee Shop was suspended during lockdown, and has not yet restarted: John Harrison has taken the opportunity to step down as its organiser. We are very grateful to John for taking on

the running of the Coffee Shop after Margaret's sad death. It is hoped that the Coffee Shop will resume, under new leadership, during 2022.

*Fr Tony*

### **n. FLOWER FUND**

We must begin this year's report by thanking Cath Hale who has recently stepped down as leader of the flower team. Cath's sterling work leading the team during the past few years has ensured the church has always been beautifully decorated for Christmas, Easter and other festivals.

Thanks to some generous donations we managed to provide a mixture of fresh and artificial flowers for Christmas and Easter. Thanks must go to Christine and Barbara, our Westhoughton ladies, for their help with the Easter flowers. It was much appreciated. For those of us who are inexperienced it has been a steep learning curve but an enjoyable one nevertheless, and we hope to continue our efforts in the future.

If anyone else would like to help with the flowers please do get in touch – many hands make light work!

*Katherine Taylor and Pam Davies*

### **o. GARDEN GROUP**

The Garden Group continue to maintain the grounds and flower beds and the lawn mowers continue to work efficiently and are serviced bi-annually in turn.

*David Taylor*

### **p. SOCIAL COMMITTEE**

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It was May before our Cell programme could to be re-introduced. Although we still couldn't have refreshments, we were able to recite the Glorious Mysteries of the Rosary within a Wednesday evening Mass. Despite not being able to travel down to Walsingham for the National Pilgrimage at the end of May, a dozen of us spent the day in the Vicarage garden and shared in the National@Home. We thoroughly enjoyed our picnics, the live-streaming from the Shrine garden and our own Procession. After the Shrine had no resident pilgrimage groups for almost all 2020, we looked forward to our Parish Pilgrimage in August. This was not without some problems and difficulties, mostly because we didn't know how many places we would be allowed to take up as the Government restrictions for hospitality were still changing. We had to limit our group to those who had paid deposits in 2019 – a situation unimaginable pre-pandemic. Finally we had our booking confirmed for our slightly smaller party. The first chance to meet socially as pilgrims and members of the Society of Our Lady of Walsingham for a very long time arrived – our Pre-Pilgrimage Social afternoon – and a time to welcome our "pilgrims. Twenty three of us travelled down to Norfolk on Bank Holiday Monday and enjoyed a much anticipated time together and all that a Parish Pilgrimage offers.

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*Elsie Hollinrake & Linda Parkington*

### **q. CHURCH CLEANING**

We now have a group of 5 regular cleaners. We meet every 4 weeks. We come in to clean windows, floors, carpets, stairs, pews and icons of worship. There can never be too many helpers and we welcome as many others to the team as are able and willing to join us during the year.

*Lilian Schofield, cleaning team representative*

### **r. CRAFTS GROUP**

The Craft Group resumed meeting at the end of July, once the Covid restrictions regarding the indoor mixing of households were lifted. Our members bring a range of activities to do, which include papercrafts, card-making, knitting, crocheting and sewing.

We meet alternate Monday afternoons in the Parish Hall from 1.30 – 3.30pm. Everyone is welcome to come along, whether or not you have crafting skills.

*Linda Parkington*

### **s. MESSY CHURCH**

Our Messy Church started in January 2019, following on from our Mission Action Planning, when on post it notes there was a request for more activities for children. Messy Church isn't just for children but is very child friendly. It was decided that we would start by using the Sunday School lesson plan for the 2nd Sunday of the month that we don't use as there is a Family Service.

As we had to stop public gatherings in March 2020, nothing happened for over 12 months.

We started back in September 2021, the theme was Who do you say I am (Mark 8 27-35), in October we found out about The Rich Young Ruler (Mark 10 17-27) in November the theme was There's a Great Day Coming (Mark 13 24-32) and December we combined Messy Church with Christingle.

We usually meet on the 3rd Saturday of the month, from 11.00am, giving everyone a chance to attend the Saturday morning Mass. There are drinks available at the start, with at least 6 craft/activities around our theme, with additional colouring/activity sheets. At noon we go into church for the Angelus, and bring the theme together with a story, bible reading, prayer and hymn/song. We then go back into the Parish Hall for our lunch which we try to fit in with the theme.

We have a core of people who are regular in helping with the kitchen, activities, but always could do with more people to help, to cover holidays etc.

*Ruth Taylor*